



TriPort MHA Manager's Manual

TRIPORT MINOR HOCKEY MANAGER MANUAL

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as TriPort Minor Hockey Association (TriPort), other teams, referees, officials, etc.

Ultimately, the manager is responsible for ensuring that all off-ice tasks are completed. This does not mean that the manager must do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid Team Managers in the team's smooth operation. By familiarizing yourself with this manual, you will find many helpful suggestions, rules and important information that will hopefully make your job easier.

It is strongly recommended that all officials on your team review the TriPort Hockey Policy Manual to be aware of any policies or items not covered in this manager manual.

TRIPORT MINOR HOCKEY MANAGER MANUAL.....	2
1 SEASON START.....	5
1.1 TriPort Start up meeting.....	5
1.2 VIAHA Coach/Manager Meeting (Competitive Teams only).....	5
2 TEAM START UP MEETING.....	5
2.1 Forms.....	5
2.2 Volunteers/Delegation.....	6
2.3 Team Rules/Safety.....	7
2.4 Code of Conduct.....	7
2.5 Players of Driving Age.....	8
2.6 Players Gear.....	8
2.7 TeamLinkt.....	9
2.8 Parents' Roles and Responsibilities:.....	9
2.9 Installment Reminder.....	10
3.1 Volunteer Assignments.....	11
3.2 Time of Play.....	11
3.3 Major Penalties.....	12
3.4 Head Contact Penalty Record Keeping.....	13
4 EXHIBITION GAMES AND PARENT VS PLAYER GAME.....	13
4.1 Competitive vs Recreation Games.....	13
4.2 Parents vs Player Games.....	13
4.3 Female vs Recreation.....	14
5 GAME CANCELLATIONS.....	14
5.1 Travel in Adverse Weather.....	14
6 TEAM REGISTRATION/ROSTERS.....	14
7 COMPETITIVE PLAYERS ON RECREATION ICE.....	15
8 EQUAL ICE TIME.....	16
9 INJURED PLAYERS.....	16
10 DISPUTES.....	16
11 EQUIPMENT.....	17
11.1 Game Jerseys.....	17
11.2 Water Bottles.....	17
11.3 Other team equipment.....	17
11.4 Safety Bag.....	18
12 SAFETY PROGRAM.....	18
13 PLAYER MOVEMENT.....	19
14 AFFILIATE PLAYERS (AP).....	19

14.1 The following process to AP a player will be followed:.....	20
14.2 Game Day Process for using an Affiliate Player	21
15 DUAL ROSTER (FEMALE).....	22
16 ELECTRONIC GAMESHEETS.....	22
16.1 Electronic Gamesheet - Team Set up.....	22
16.2 Electronic Gamesheet - Game Day.....	23
16.3 Electronic Gamesheet - Game Time.....	24
16.4 Score keeping Guide.....	25
16.5 Scorekeeping YouTube Tutorial.....	25
16.6 Scratch Pad.....	25
17 TEAM SPONSORSHIP & DONATIONS.....	25
17.1 Donations.....	25
17.2 Sponsorships.....	26
18 FUNDRAISING.....	27
19 50/50 DRAWS.....	27
19.1 Team Home Game 50/50.....	27
19.2 Tournament 50/50.....	28
20 TOURNAMENTS.....	28
20.1 Home tournaments.....	28
20.2 Away Tournaments.....	29
20.3 Tourney Fees.....	30
20.4 Recreational Tournament Team Request.....	30
20.5 Interdistrict Travel.....	31
20.6 Accommodations.....	31
21 NON PARENT COACH TRAVEL.....	31
22 PLAYER TEAM/PHOTO.....	32
23 CELEBRATIONS/TEAM EVENTS.....	32
24 YEAR END WRAP UP PARTY.....	32
25 TPMHA CONTACT LIST.....	33
26 SUMMARY.....	33
IMPORTANT DATES / INFORMATION TO KNOW.....	34
FORMS and RESOURCES.....	35

1 SEASON START

The start of the season is very busy and a lot of important information will be coming via email and through meetings. As a manager, you and the Head coach will be required to attend and also facilitate a series of start up meetings. Please reach out if you are feeling overwhelmed or not sure about things, we are all here to help one another.

1.1 TriPort Start up meeting

Each program will have a Coach/Manager start up meeting where their program coordinator along with some TriPort representatives will go over important information for the season and to answer any questions you may have. These meetings will take place very early in the season.

1.2 VIAHA Coach/Manager Meeting (Competitive Teams only)

The Head coaches and managers of the competitive teams must attend a mandatory VIAHA meeting with their commissioners. These meetings usually happen mid to late September each season. In the past several years the Head coaches are required to physically attend the meetings, which are held in Nanaimo, while the managers can choose to attend by Zoom.

2 TEAM START UP MEETING

An initial startup meeting with the teams Head coach and a TriPort executive member should be set up as soon as possible following the formation of the team – for many this will be the first time they meet other players, parents and coaching staff. It is recommended that this first meeting is set up before the first ice session. There is a lot of information to discuss at the beginning of the season, such as the importance of team rules and safety, so it is up to the Team Manager and Coach to lead this meeting, ensuring that the group stays on topic and does not exceed any time restrictions. All parents and guardians of all players should try to be in attendance.

Some of the important Team start up meeting agenda items are as follows:

2.1 Forms

The following forms will need to be handed out at your team meeting to be completed by parents & players. It is good practice to try to have them completed that night or give parents a deadline that they are due back (ie: next practice).

- Hockey Canada Player Medical Form
- TriPort Social Media
- TriPort Athlete Code of Conduct
- TriPort Parent Code of Conduct
- Jersey Contract

The TriPort Code of Conduct and TriPort Social Media does not have to be signed by parents as they have signed this during the registration process and it is kept on file online, but it is recommended that this is gone over and reminded of the importance of what they have signed at your parent meeting.

All forms can be found on the Triport Website at:

<https://triporthockey.ca/triportminorhockeyassociation/CoachManagerForms>

2.2 Volunteers/Delegation

The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help. Not only will the Team Manager's stress levels decrease, but having parents take a hands-on approach with their child's team will increase communication among the parents. A strong parent base will make for a strong team.

It should also be clearly stated at the start-up meeting that EVERYONE with a player on the roster is required to help and do their required shifts. If a parent cannot make their shift (games or tournaments), it is their responsibility to find someone to cover for them, ignoring your scheduled shift or refusing is not an option. If a parent is uncomfortable with any scheduled duty, it's their responsibility to get training on it before their scheduled day or to switch someone that day with another duty.

Managers/Coaches, it is necessary to make sure that all positions have been filled before leaving the meeting, and by not allowing practices to start happening until all positions have been filled. If you don't, then parents won't step up and will avoid you and your continued requests for people to step up. This may seem a little harsh, but you will see that getting volunteers is progressively getting harder each season and parents are starting to burn out. By not starting practices until all positions are filled has been very effective in getting the positions filled.

Parent Volunteer positions:

- Timekeepers
 - Electronic score sheet
 - Safety Parents (min. of 5 are needed for the roster, but more is ideal)
 - Music
-

- 50/50
- Dressing Room Parents
- Team Tournament Committee (2-3)
- Jersey Parent (optional)

Training for some positions may be required. The Team Manager should set up training sessions at the beginning of the season for the various positions – such as running the clock or completing the electronic score sheet. The training could take place during a team practice to avoid the need for additional time at the rink.

All volunteer shifts (practices and games) will be scheduled by the manager on TeamLinkt. Some teams may elect a volunteer coordinator and have them schedule volunteers for all practices and games. This is not required but can sometimes take some pressure off the managers. Whenever possible, it is a good idea to put someone new to a position with a veteran when creating the timeclock and scoresheet schedule.

2.3 Team Rules/Safety

The Team Manager and the coaching staff should discuss team rules and safety procedures at the beginning of the year with both the players and the parents at the start-up meeting. The most important thing to remember when dealing with team rules is to be fair, progressive and consistent! Furthermore, the Manager and team need to keep in mind that when dealing with minor hockey most players have other activities/priorities along with hockey, so conflicts and absences are to be expected. The level of commitment will vary with age, level of the team, program (competitive or recreation), etc. When implementing rules, explain the significance of the rule to the team and the consequence for not abiding by it. When enforcing rules, everyone on the team must be treated equally or team unity will break down.

2.4 Code of Conduct

Having a set code of conduct will ensure consistency when dealing with any team issues that may arise. The Code of Conduct should be discussed as part of the expectations for parents and players during the first parent meeting, and a finalized copy should be distributed among all team members. It is a good practice to have parents and players sign a copy, showing that they are committed and will take responsibility for their actions should a dispute arise during the season.

The following are topics to consider for inclusion at your start-up meeting:

- Conduct at practices, games, events, team functions
- Locker room conduct and procedures (prior to game, after game clean-up)
- Team attitude (coach, players and parents' ethic codes)
- Respect
- Harassment
- Drugs, alcohol, tobacco and nicotine products (ie: Vape's & Zyn's)

2.5 Players of Driving Age

TriPort Minor Hockey passed a motion that, in addition to the VIAHA Player Driving Policy (below), that any player with an "N" Drivers license shall not drive themselves or teammates to any out-of-town practices. Players must be accompanied by a parent/guardian.

The safety of our players is the utmost priority. Many factors were looked at before adding more restrictions to the VIAHA Driving policy. Our teams are travelling between communities for practices and games, and weather conditions can deteriorate quickly, and frozen and snowy highways have become something we all know too well. Over the years, we have witnessed new drivers too many times not driving to the conditions and are overloaded.

Lack of traffic on the highway at night was another concern. Several years ago, prior to this policy being amended, we had players in an accident coming home from practice at night, they had been the last vehicle to leave the arena and so no other teammates or coaches knew they had been in an accident.

Other factors considered were players getting injured at practices/games, and also the emotional part of hockey, and whether a player should be driving if they are angry or upset.

2.6 Players Gear

This is a good time to remind especially the older players that all safety gear will be worn at all times and never be altered in any way. Not wearing or altering gear will result in players being removed from the ice until which time they have the gear on or fixed. (ie: neck guards, padding around helmet ears)

The manager, coach and safety people together should plan to do a thorough safety check on players' gear at the beginning of the season. Many players have grown significantly over the summer or are new players with parents not quite sure of how gear should fit. It is suggested that an equipment checklist be done for each player and given to parents as it has descriptions as to how things should fit to provide maximum safety to their player. Gear should be watched

throughout the year as players grow at different times. After Christmas break is a very good time to do another check. (Appendix D: Equipment Checklist)

2.7 TeamLinkt

TeamLinkt is the application that TriPort uses for registration, scheduling and all team communication. Whenever possible, this should be the only platform used. We know that many teams are used to Facebook, but over the years we have heard feedback that Facebook doesn't always notify parents of new posts and information is being missed. Such as game time changes and parent meetings. Facebook is constantly changing and making it more difficult to post information for everyone to see. So by using TeamLinkt this will be a one-stop shop that everyone will know where to go for the information. This app can be used for everything.

In addition to team Facebook pages, we also ask that no new Facebook pages are created for Livestreams. TPMHA has FB live stream pages set up for every program division (i.e. NIE U18 Live Stream). Please contact the communications coordinator if you can not find the associated FB page for your program division.

The ice scheduler will update all games into TeamLinkt throughout the season. Team managers will be responsible for scheduling all other events for their team in TeamLinkt. Competitive managers will need to verify and possibly add any extra games or changes to existing schedules. The ice scheduler is not always notified by VIAHA of these additions or changes unless they affect our home arenas. If you have any issues please contact the ice scheduler or administrator for assistance.

2.8 Parents' Roles and Responsibilities:

- At least one parent must be certified in the Parent Level Respect in Sport Course
- Parents must sign a Code of Conduct form on an annual basis. (part of online registration)
- Parents must acknowledge that their child plays hockey for his/her enjoyment and not the parent's enjoyment.
- All parents are required to participate with the team, i.e. score keeping, 50/50 draws, fundraising, tournaments, etc.
- Parents must support all efforts to remove verbal and physical abuse from the game.
- Cooperate and show respect for the team and on-ice officials, they also volunteer their time.
- Encourage their children to play by the rules and remind them regularly that honest effort and improvement are as important as victory and that the score is

just one part of the game. Every effort must be made to have your child at the arena on time.

- Any parent/legal guardian or family member exhibiting inappropriate conduct will be dealt with by the Discipline Committee and may be suspended or expelled depending on the severity of the conduct.
- Cheering and applauding are encouraged, when positive in nature. It is an embarrassment and unacceptable behavior to ridicule players and/or officials during the game.
- If a parent has a problem or a concern with the team, they must follow the correct procedure:
 - Contact your team manager, not the coach. Explain the situation and allow them a chance to resolve it. Allow 24 hours before contact. (See #5 Disputes)
 - Do not publicly criticize any team official, this just worsens the situation.
- If not satisfied with the outcome, concerns need to be documented in writing and submitted to the executive of the appropriate Hockey Club.
- Parents are not allowed in or around the player's bench or penalty box during the game unless requested by the coach.
- Parents must follow a physician's advice when determining whether an injured player can return to play. When a concussion is suspected or documented, the Concussion protocol for return to ice and play will be adhered to FOR ALL PLAYERS AND COACHES.
- Except for players at the younger age groups, parents are discouraged from entering locker rooms unless it is truly necessary. It is strongly encouraged that all U11 aged players by Christmas time be able to dress themselves, including skates, with the possibility of coaches helping the occasional player to tighten skates if required. If a player needs assistance with his or her gear or if the player is injured, or if a player's disability warrants assistance, then parents need to inform the coach beforehand that he or she will be helping the player.

2.9 Installment Reminder

Your team meeting is a good time to remind parents of the Installment dates for registration fees if that is what they choose to do. The dates as of the 2025-2026 season are Sept 15, Oct 15 and Nov 15. Any fees not paid in full after December 15th will result in the player not being able to return to play until fees have been paid.

3 PRACTICES/GAMES

The Team Manager should provide parents with a practice and game schedule at the beginning of the season, or as the schedule becomes available, followed by any revisions. This will also be available on TeamLinkt.

The Ice scheduler has a very difficult job. Not only are they coordinating ice time for 2 arenas (Port McNeill & Port Hardy), but they are also working with Vancouver Island Amateur Hockey Association (VIAHA) to schedule ice time all over Vancouver Island for all divisions of the Competitive hockey and the Female program. Because of this, game times can change very frequently, so it is suggested that you only give your parents a few game times at a time. This will cause less confusion at later dates if games do change. So please have patience, this is out of the Ice Scheduler's hands, and they provide schedules to us the minute they are available.

3.1 Volunteer Assignments

Once the game schedule and practices are loaded into TeamLinkt, be sure to assign your volunteer's names for each of the following duties. Do not wait for parents to offer, this leads to the same people doing all the shifts and lots ends up on the manager who is already doing enough:

- timeclock,
- electronic game sheet
- safety
- music (optional).
- 50/50 (optional)

A reminder to parents that everyone is required to participate in volunteer shifts. If they can not do their shifts it's their responsibility to find someone to cover them. Parents are encouraged to trade shifts rather than just covering to be sure that some parents aren't being stuck with covering shifts all season and not getting to watch their player play.

3.2 Time of Play

All games with the exception of Initiation, will have a 5-minute warm up and 3 periods of stop time play as per VIAHA.

For all one-hundred twenty (120) minute and one-hundred ten (110) minute games, in all divisions of VIAHA, the timing of the games shall be as follows:

- a) Five (5) minute warm up;
- b) 1st period fifteen (15) minute stop time;
- c) 2nd period twenty (20) minute stop time;
- d) Ice clean first stoppage of play after the ten (10) minute mark of the second period (**competitive only**); and
- e) 3rd period twenty (20) minute stop time (or the wall clock, less two (2) minutes, whichever comes first).

All games ninety (90) minutes or less, in all divisions of VIAHA, the timing of the games shall be as follows:

- a) Five (5) minute warm up;
- b) 1st period fifteen (15) minute stop time;
- c) 2nd period fifteen (15) minute stop time;
- d) 3rd period twenty (20) minute stop time, (or the wall clock, less two (2) minutes, whichever comes first).

Every game will end with 2 minutes of time left on the wall clock (not phone clock) to allow for the handshake at the end of each game (reference: BC Hockey regulation regarding handshake).

It can be very helpful to parent volunteers to have these times written on the top of the game sheet.

The amount of time left on the game clock at the conclusion of the game will be entered onto the e-gamesheet.

3.3 Major Penalties

All major penalties (5 minute), misconducts (10 minute), game misconducts (includes matches and gross misconducts) **MUST** be reported to the TPMHA President, Head/Coach Player Development and your program Coordinator within 24 hours of completion of the game. This report shall consist of an email or text with all details of the penalty or incident.

Please be sure to have the most current “Minimum Suspension Guideline” Bulletin easily available. It is the responsibility of the manager and coach to know whether or not a player that has been ejected from a game can play the next game(s) or not. Claiming you didn’t know or nobody told you is not acceptable and playing a player that is ineligible (suspended) could cause a longer suspension or suspension to the coach.

It is not up to the referee to tell you the number of games the player is suspended for and for the most part they will not know.

3.4 Head Contact Penalty Record Keeping

Team managers are responsible for keeping track of head contact penalties throughout the season for each player and knowing where they are at for total minutes accumulated. As per BC Hockey, accumulated minor or double minor penalties may result in Head Contact Education course or suspension. Please be sure to read and keep on hand the most current “Minimum Suspension Guidelines” for the most up-to-date information.

4 EXHIBITION GAMES AND PARENT VS PLAYER GAME

Many teams will be looking to add some more games to their season outside of the regular teams they are scheduled to play, whether it be exhibition games against other teams or fun parent/player games.

4.1 Competitive vs Recreation Games

Competitive teams wanting to play against a recreation team will require approval from their Managing Director (previously called commissioner), the program coordinator (recreation, competitive or female) and the TriPort President. Once approved, TriPort will gain approval from VIAHA. Neither team managers or coaches are to reach out to VIAHA for approval. Once all approvals are granted, the commissioner of the competitive team will issue a game number and enter into Spordle Play.

It must also be noted that competitive teams are to play recreation teams that are one age division higher, unless a risk assessment has been done and it has been advised that they should be playing the same age division.

4.2 Parents vs Player Games

Teams looking to schedule fun games (Men’s or ladies teams) or parent vs player games must also gain program coordinator and TriPort President approval. Once approved, additional insurance will need to be purchased through the arena that the game will be held at.

4.3 Female vs Recreation

Female teams wanting to play against a recreation team will require approval from their commissioner, the program coordinator (recreation, competitive or female) and the TriPort President. Once approved, TriPort will gain approval from VIAHA. Neither team managers or coaches are to reach out to VIAHA for approval. Once all approvals are granted, the commissioner of the competitive team will issue a game number and enter into Spordle Play.

It must also be noted that female teams are to play recreation teams that are one age division lower, unless a risk assessment has been done, and it has been advised that they should be playing the same age division.

5 GAME CANCELLATIONS

Each team is responsible to use their allocated ice or trade it with another team. If a game is cancelled, the Ice Scheduler, Head Referee, Program Coordinator and TriPort Administrator need to be notified a minimum of 7 days in advance. If advance notice is not provided, TPMHA is still charged. If games are cancelled with less than the 7 days notice, Teams are encouraged to find a way to utilize the ice that is paid for.

5.1 Travel in Adverse Weather

Living on the north end of Vancouver Island, teams will regularly encounter icy or snowy road conditions. When signing up to play on the competitive teams, it should be known that teams are expected to travel regardless of weather conditions. Making travel arrangements and/or preparing for road conditions is expected of each team.

Be sure to watch Drive BC webcams, Facebook Road reports for up to date weather and road reports and allow extra time.

[Travel in Adverse Weather Reminder](#)

6 TEAM REGISTRATION/ROSTERS

At the beginning of each season, the TriPort Administrator will add players to your team's TeamLinkt once they have completed their registration in full and their first installment or \$60.00 minimum for insurance has been paid. If a player is not showing on your TeamLinkt they

CANNOT be on the ice in any capacity. Please be sure to keep an eye on your TeamLinkt roster for the first few weeks of practice as new players may be added.

A roster will be sent to you by the TPMHA Administrator once rosters are finalized. You will require rosters for any tournaments that you enter.

Some teams will be faced with special conditions regarding some of their players. If the circumstance does arise, the TPMHA President or Administrator should be contacted on what procedures the team needs to follow. The Team Manager will need to obtain permission and complete any necessary forms and documentation. Retain copies of this information so that the team can produce written permission should any inquiries arise.

Special conditions may include:

- Underage/Overage Players
- Released Players
- Affiliated Players

7 COMPETITIVE PLAYERS ON RECREATION ICE

Competitive Players are not permitted to attend practices of Recreational Teams unless there are exceptional circumstances. Before this could occur, communication and approval must be obtained from the Head Coach/Player Development and then Head Coach of both the Competitive Team and Recreational team.

With the Competitive programs season winding up before the Recreation program, the question comes up each season on whether the competitive players can come out and practice or scrimmage with the recreation teams. The answer is unfortunately NO. When signing up for competitive hockey, families know there is the risk of the season finishing early, they also begin their ice times much earlier than the recreational teams.

There are many reasons that competitive players can not be on the ice with recreation teams such as; recreation teams are still preparing for games and tournaments but there is also the risk of injury if we have players that have been playing hitting hockey all season on the ice with players who have not been part of hitting hockey.

Recreation players are also not permitted on competitive ice times unless the player has been officially AP'd to the team.

8 EQUAL ICE TIME

Equal Ice time applies to all divisions within the Vancouver Island District. Double shifting of stronger players or shortening of benches is not acceptable regardless of the category or division, whether Island league or recreational, U7 through U18. While it may be necessary for players to sit a shift for discipline this should be the exception to the rule. Please see the attached VIAHA Equal Ice time bulletin for more information.

[Equal Ice Time Bulletin](#)

9 INJURED PLAYERS

Injured players can not be on the bench during games whether they are in helmets or not. Players/Coaches that are not on the roster and not participating in the game can not be on the bench. There may be special circumstances where players may be on the bench dressed in FULL gear, such as its the players last ever game, or the where a team is playing for gold at a tournament or championships, however, you must gain prior approval.

10 DISPUTES

There may come a time where a Team Manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc.

The following procedure is for parents/players to follow when they have significant complaints or concerns (i.e. not trivial in nature).

1. All significant complaints and concerns are made initially to the Team Manager. The team manager tries to resolve the complaint, which would typically involve input from the Team's Head Coach (the person ultimately responsible for his/her team). It is expected that most issues will be resolved by the team's Leadership Group (Coaches/Manager).
2. If the issue is not resolved at the team level, (or if the complaint involves the Team's Manager or Head Coach), then the matter is referred to the associated TPMHA Program Coordinator (Competitive, Recreation or Female). If the issue still cannot be resolved, then the matter will be referred to the TPMHA Head Coach/Player Development.
3. If needed, the TPMHA Head Coach/Player Development will refer matters to the Associations Discipline Committee, to investigate and resolve the issue. At this

stage, the committee would typically have in-person interviews with both parties of the complaint.

All matters of complaints or discipline raised to the local or TPMHA Executive level must be submitted in writing. At all times, whomever is handling the issue must endeavor to be fair, impartial and to ensure that each side knows all the information that is being relied on (full disclosure) in the making of the decision.

Parents are to be explained the 24-hour rule as well as the complaint process.

11 EQUIPMENT

11.1 Game Jerseys

The Team Manager will be responsible for finding a volunteer to be a jersey parent to distribute, collect and wash all game jerseys. They will want to ensure that both home and away jerseys are present at all games.

Teams may decide to have players responsible for their own jerseys. If this is the case, there must be a signed Jersey contract and all jerseys are subject to a deposit \$250.00/per set or \$125.00/initiation. The manager will be responsible for holding onto these deposits until the jerseys are returned in good condition. Deposits will be cheques post dated to the end of the season. (Appendix E: Jersey Contract)

11.2 Water Bottles

It is recommended that each player has his or her own water bottle that they bring to practices and games – that is well marked with his or her name. Sharing of water bottles is one of the easiest ways for a team to spread germs and illnesses among themselves and therefore, should be avoided for health reasons.

11.3 Other team equipment

Each team is supplied with various pieces of equipment such as a goalie stick and gear, a safety bag, pucks, etc..... If any equipment is needed or broken, the team manager or coach will contact the associated town Equipment Manager (Port McNeill or Port Hardy) and not purchase any equipment on their own. The association may not be able to reimburse you if this happens.

IMPORTANT Reminder to all teams, especially younger divisions...if you have away games for the coming weekend you will need to collect your teams goalie gear and anything else your

team may need from your lockers after your Thursday practice. The arenas are not open set hours and many times are only open to the ice booking schedule, and for this reason they may not be open in time for you to grab your equipment/gear on game day. **PLEASE DO NOT** contact arena staff because you have forgotten your gear. Both of our arenas have fantastic staff that deserve their off time and we do not need to be causing any overtime hours to our arenas for our bad planning.

11.4 Safety Bag

Each team is required to have a safety bag at each game and practice. Bags should be kept on the bench with the coaches, and if a safety person is needed, then the coach will call for them. This cuts down on the number of times a safety person must run around for a band aid for a hangnail, ice pack or even a screw. This bag should include a first aid kit, medical information sheets for each player (done at start up meeting), incident sheets, concussion sheets and a tool kit with helmet screws, etc. It is helpful to keep an extra jersey and neck guard for these times players may have forgotten theirs.

12 SAFETY PROGRAM

The Hockey Canada Safety Program is a development initiative of Hockey Canada. The emphasis of this program is on injury prevention and safety through risk management and education. It is the goal of this program and the members of the Hockey Canada Safety Program committee that hockey be made as safe and enjoyable as possible. This will be accomplished by providing Safety people with the risk management, safety tools and information to allow them to implement effective injury prevention and risk management programs where safety is the first priority at all times. This will be accomplished by every team having a qualified Safety Person for each practice and game.

All parents are encouraged to take the safety course to ensure that someone is always available at each practice and game.

IMPORTANT!!! All practices and games MUST have a safety person assigned on TeamLinkt. No dryland, practice or game shall proceed without a certified safety parent.

It is crucial that each team has a minimum of 5 safety parents, but more is welcomed. The 5 main safety parents will be rostered to the team roster and will be used for games and tourneys. These 5 parents should be parents that will be attending most or all games. Any other safety parents can help fill in the practice safety times, but cannot be used in any games.

If your team cannot supply enough safety parents for the season and you don't have anyone to cover safety at any practices throughout the season, you ***MUST*** cancel practice. If you are short a safety parent for a game, you can ask the other team if they would be safety for your team as well, but they do not have to agree. So this is something you will need to set up before showing up for a game in case you are told they can't be your safety.

As stated before, some teams may elect a safety person coordinator and have them schedule safety for every game, maintain the safety bag, etc. This is not required but can sometimes take some pressure off the manager. If decided upon, it is a good idea for the safety person coordinator to communicate with the team manager to make sure that a volunteer is not already scheduled for the clock, scoresheet or music.

Anyone interested in becoming a Safety Person for their team should contact their team manager or visit the www.triporthockey.ca website for more information.

13 PLAYER MOVEMENT

All players must register in the division corresponding to their age. Player movement will only be considered when teams are short players, and the division below has large numbers. Any player movement between divisions (i.e. U11, U13 or U15) can only occur after a formal player evaluation is completed by a qualified coach and then approved by the TPMHA President. Appropriate Underage/Overage forms will then be provided to the TriPort Administrator who will submit the request to VIAHA for final approval.

[VIAHA Overage Exemption Form](#)

[VIAHA Underage Exemption Form](#)

14 AFFILIATE PLAYERS (AP)

Teams that are small as well as competitive teams may want to add AP's to their rosters. For Hockey Canada, BC Hockey and VIAHA Player Affiliation Rules please see the TriPort Policy Manual.

Affiliation provides an opportunity for Competitive or Recreational Teams to dress the maximum number of players allowable for a game in accordance with the playing rules.

Coaches and players will agree the player's first commitment must be to their regular team and not to the team with which they are affiliated. In order for a player to participate as an AP, the player must first be on an approved roster with their registered primary team.

Where a Recreation team exists, the TPMHA encourages coaches of Competitive teams to consider selecting APs from the Recreation team in the same division as a primary source. A

secondary source for APs would be the team from the lower division. This approach will help to ensure that Competitive teams have reasonable access to local league players should they also require the assistance of APs.

14.1 The following process to AP a player will be followed:

- a) The Head Coach of the team wanting to AP a player will submit a player list to the Head Coach/Player Development who will approve or, in consultation with the Coach, modify the list by October 31st.
- b) The Coach(es) of the potential affiliate players will be contacted by the Head Coach of the team wanting to AP to discuss the option of using any of the affiliated players, prior to any conversation with any parent or player.
- c) The Head coach of the team wanting to AP must initially contact the player's parents. No member of the coaching staff will approach a player personally.
- d) A **TriPort Player Affiliation Form** must be completed and signed by all the following individuals: the coach offering the AP position, the coach of the player's registered team, the player, the player's parent, and the TriPort Coach/Player Development.
- e) All approved Affiliation forms must be submitted to the TriPort Administrator before the player is eligible to participate in any games or practices. The Administrator will inform the manager once the player has been added to the roster.
- f) Coaches of affiliate players will be contacted, before the player, if the AP team Coach wishes to use the player in a game or practice. In the case of practices, the Coach of the affiliate player may give blanket approval for the season or part of the season.
- g) All AP's are to attend all their registered teams' practices. The AP shall be permitted to attend the affiliating teams' practices ***only*** when it does not interfere with the AP's registered team practice times. Special considerations can be made if an AP player needs to practice prior to a game or tournament if both coaches have agreed ahead of time.
- h) Coaches of affiliated players will not withhold permission unreasonably. However, the primary teams should not suffer from being short players in order for the AP to play with the affiliated team.
- i) The coaches will not use an affiliated player to replace a healthy, capable, and willing carded player.
- j) Affiliate Players can only be activated for games in case of illness, injury, or BC Hockey/Island League suspensions

- k) An AP may affiliate with a team to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. Exhibition and/or Tournament games, which are not part of regular League games or playoff games, are excluded from the maximum number of games.
- l) If a Goaltender serves as backup and does not participate in the game, this does not count toward the 10-game limit
- m) The final date for affiliated players to be added to a team's HCR is January 15 (Subject to changes by BC Hockey or VIAHA).
- n) Recreation teams will be allowed to use APs if they have 13 or fewer skaters available and only to a maximum of 14 skaters.
- o) Competitive Teams will only be allowed to call up APs to match the number of players listed on their approved roster sheet.
- p) APs are not to be used until the first Wednesday after Thanksgiving weekend
- q) U7 & U8 players shall not be used as affiliate players.
- r) Affiliated players must be identified on game sheets by placing an "AP" beside their name

14.2 Game Day Process for using an Affiliate Player

- a) Before using any AP player in a game, you must contact the coach of the affiliate's team to notify them that you are requesting the player. This is to make the requested coach aware of any issues or suspensions that may prevent them from participating in a game and to make sure that the primary team is not left short if they have games or a tournament scheduled.
- b) You must sign into the HiSports (Spordle Play) system and be sure that you add the affiliate to the game roster for that game.
- c) Affiliated players must be designated on the official game sheet by the symbol "AP" after their name on the player's line-up roster.
- d) After the game, the requested Head Coach must notify the affiliate's regular coaching staff of any injuries or suspensions

[TriPort Player Affiliation Form](#)

Email completed forms to both:

TriPort Coach Development Coordinator : triporththeadcoach@gmail.com

TriPort Administrator : triportmha@gmail.com

15 DUAL ROSTER (FEMALE)

All female players wishing to dual roster must complete a “Female Dual Roster Consent” form and have it approved by TPMHA along with VIAHA, before being added to the second roster. Consent is only valid for the current hockey season. (see appendix 2).

Female players must choose before being approved the primary team they will play for. Once the primary team has been chosen, the dual-rostered player will be expected to practice and play games for their primary team, unless the primary team’s coach and secondary team’s coach have discussed using the dual-rostered player and both agree.

Any female players dual rostering will be charged a discounted registration fee (50%) for the second team.

No primary team of a dual-rostered player will suffer from developing other players because of a dual-rostered female’s absence.

No primary teams of a dual-rostered player will have to cancel games or tournaments because of a dual-rostered female’s absence.

There may be occasional seasons where dual rostering approval will be fully considered.

Coaches and players of dual rostered players must understand that the player **MUST** choose to play with their 1st **priority team** in the event of any scheduling conflicts.

Email completed forms to:

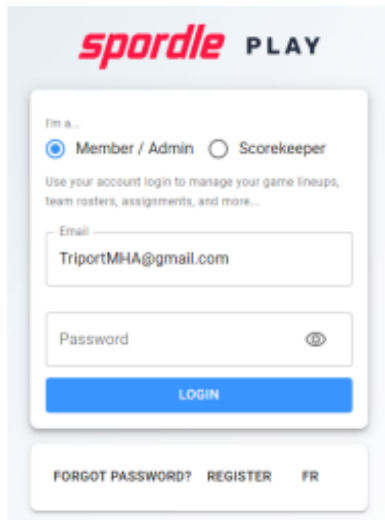
TriPort Administrator : triportmha@gmail.com

16 ELECTRONIC GAMESHEETS

16.1 Electronic Gamesheet - Team Set up

Every game whether it is an exhibition, league or tournament, home or away, must use the electronic game sheet (divisions U11-U18). iPads or Tablets will be supplied to each team by TPMHA. Electronic Game sheets need to be set up prior to going on the ice and include coaches on the bench, players’ names and numbers, safety person, manager, referees, etc.... The coach/manager must also sign off on the game sheet once verifying all information is correct. Having this done for the coaches leaves more time for coaches to focus on the game and last-minute pep talks.

1) Sign in to Spordle Play (Member/Admin)



- 2) Choose “Teams” on the left-hand side menu.
- 3) Choose your team that you are signing in for (some people have access to more than one team)
- 4) Choose Roster at the top of the page.
- 5) Your roster will now show. This is where you can go to add or change jersey numbers, change positions, or assign Captain or assistants.
- 6) To do any of the above additions or changes just click on a space beside the player’s name. A pop-up box will come up and you can make these changes or additions.
- 7) If an AP has been added to your roster, check to make sure the Affiliate toggle is on.

Feel free to play around in the APP, it will have all your games, other teams’ info, reports with penalty minutes, etc.

16.2 Electronic Gamesheet - Game Day

This is where you will go to make sure you choose your players for the game, Coaches, Safety and Manager. This will be done for away and home games.

- 1) Sign in to Spordle Play (Member/Admin)
 - 2) Choose “Games” on the left-hand side menu
 - 3) Find the game that you will be playing.
 - 4) Choose the 2 people icon, and your roster will pop up. Tick all players participating in the game, all coaches that will be on the bench and your safety for the game. Don’t forget to tick yourself the manager off.
-



- 5) Once the roster for the game is correct, click “Save” and then “SIGN”
- 6) You are done. This can be done ahead of time and changes can still be made.

16.3 Electronic Gamesheet - Game Time

- 1) Sign in to Spordle Play (Scorekeeper)

- 2) You will need the Game # (found in your schedule in Spordle play) and your Team number (as shown above)
- 3) It will then go to a screen showing both Team names, Scorekeeper & Timekeeper and Game Officials

- 4) Choose your team and verify that your roster is still correct or if there are last minute changes, it can also be done here.
- 5) If correct, choose Next in the top right corner. This will take you to the other team. Verify that they have their roster complete. If not, find their manager or Coach to get them to complete it before the game starts. Once it's complete, choose next

- 6) Now the Timekeeper and scorekeeper will be entered once complete, choose next.
- 7) The game officials should be entered already, if not find a referee and get their names entered.
- 8) Make sure this is done before the game starts.
- 9) From there hit Game start and enter the goals and penalties.
- 10) ***IMPORTANT*** It is very important to write down on the scratch pad the goals and their time, if they were short handed or a power play, start and end times of penalties. Remember some penalties end early and this will need to be recorded. Once on the scratch pad, enter into the game sheet. Scratch pads are the only proof of any goals or penalties if the electronic game sheet glitches or crashes, which has happened. So be sure your scratch pads are in order.

16.4 Score keeping Guide

<https://help.hisports.app/hc/en-us/categories/360000112093-SCOREKEEPERS-Scoresheet-Process>

16.5 Scorekeeping YouTube Tutorial

<https://www.youtube.com/watch?v=0v2HTY2NRb0&feature=youtu.be>

16.6 Scratch Pad

https://cdn-app.teamlinkt.com/media/association_data/21334/site_data/images/library/files/HISports_Scratchpad.pdf

17 TEAM SPONSORSHIP & DONATIONS

TPMHA cannot thank or show enough appreciation for the ongoing support that our Mount Waddington region's individuals and businesses give to the association with their generous sponsorships and donations. TPMHA recognizes the financial strain the communities have experienced over the past several years and whenever possible will not solicit businesses or individuals multiple times a year.

17.1 Donations

Teams and individuals are strictly forbidden from soliciting local businesses themselves for donations except when teams will be representing TPMHA at BC Championships. Teams are then approved to do individual team fundraisers and send letters for donations.

Solicitation for regular tournaments, team clothing, additional ice time, travel costs, etc. is strictly prohibited unless the Sponsorship policy below has been followed.

17.2 Sponsorships

Team-level sponsors are required to complete the online sponsorship form.

Sponsors must remit funds according to the instructions outlined on the [Team Sponsorship Form](#). Direct payment to the team or an individual on the team is not permitted and payments must be made to TriPort Minor Hockey Association, where the Treasurer will earmark the funds for the designated team.

Teams are only to seek sponsorship from the following sources:

- a) Family and friends who own businesses or are willing to support the team financially.
- b) Personally owned businesses of team members or their family members.
- c) Workplace of team members or their family members, subject to the employer's policies and regulations.

Teams should refrain from seeking sponsorship from local businesses not directly associated with the team to maintain TPMHA's cohesive representation in the community.

Organizational sponsorships from local businesses may be sought by TPMHA rather than individually by teams to ensure a unified and coordinated approach in representing TPMHA within the community.

Before teams start to canvas local businesses and organizations for sponsorship support, they must refer to TPMHA to ensure that the current sponsors of the association are not approached multiple times.

All funds generated from sponsorship must be used to offset the costs of team development, such as tournament fees and travel and other costs associated to team expenses. **The funds generated through sponsorship are to be spent on the team.**

Teams are responsible for fulfilling sponsorship obligations, such as providing a "Thank You Team Plaque". Any costs associated with producing, shipping, or distributing the plaque to the sponsor shall be borne by the team, not TPMHA.

18 FUNDRAISING

Fundraising plays a vital role in keeping TriPort Minor Hockey Association running so our players can play the sport they love. The costs associated with running the association continue to increase while our numbers for registration have continually decreased.

In order for the association to cover all costs associated with a regular season (ice fees, officials, BC Hockey & Hockey Canada fees, etc), teams will be required to participate in all TPMHA fundraisers that may happen throughout the season.

Three (3) of TPMHA's main fundraisers are, but are not limited to:

- TriPort Cash for Christmas,
- Gunter's Meat Order and
- TriPort's Pucks for Bucks'.

All TPMHA home tournaments and BC Championships are also part of fundraising.

All fundraising activities must comply with BC Hockey sanctioning and the Gaming Policy and Enforcement Branch (GPEB) of the Ministry of the Attorney General.

Teams within TriPort MHA are permitted to do ONE active fundraiser per season. Fundraisers will be an event where players will actively take part in the fundraiser. Teams must gain prior approval from the TriPort President, and must not overlap with other teams' fundraisers. Team fundraising dollars can be used for team activities or travel. Any other team or individual fundraising within TriPort MHA is not permitted. All funds raised must be submitted to the treasurer.

All fundraising requiring gaming licenses including but not limited to raffles and 50/50 draws must be approved by the TPMHA President and all license applications shall be submitted by the TPMHA Gaming Coordinator.

19 50/50 DRAWS

19.1 Team Home Game 50/50

Individual teams are permitted to hold 50/50 draws at their home games provided they have gained the appropriate approval, and licenses have been applied for. Team 50/50 monies can be used as the team staff sees fit.

All 50/50 money earned will be turned into the treasurer to have a proper trail for transparency and gaming reconciliation purposes. The treasurer will earmark the money earned for the teams to use towards tournaments, t-shirts, team parties, etc.

If the winner of the 50/50 donates the proceeds back, the money will be allocated back to the team(s) hosting the 50/50.

19.2 Tournament 50/50

Tournament 50/50 earnings can be used for whatever the team(s) choose. If there are 2 or more host teams, then the money will be evenly split between all teams to use as they see fit. Teams may choose not to have 50/50's, this is not a mandatory part of tournaments.

All 50/50 money earned will be turned into the treasurer to have a proper trail for transparency and gaming reconciliation purposes. The treasure will earmark the money earned for the teams to use towards tournaments, t-shirts, team parties, etc.

If the winner of the 50/50 donates the proceeds back, the money will be allocated back to the team(s) hosting the tournament.

20 TOURNAMENTS

20.1 Home tournaments

All TPMHA home tournaments are now hosted by program division rather than town (ie: Port McNeill vs. Port Hardy).

At your start up meeting at the beginning of the season you should have chosen 1-2 people to be the main tournament coordinator(s) for your team. This person(s) will work together with the team tournament coordinator(s) from the other division team(s) that will be co-hosting. They will also be the people that will liaison with the TPMHA Tournament coordinator.

All teams of the program hosting the tournament will work together and equally share the workload required to run a successful tournament despite of which community the tournament is being held.

TPMHA Tournament Committee (not the Team Tournament Coordinators) will have annual approval to solicit local businesses in the Mount Waddington region once, at the beginning of each season to gather donations for all of the season's tournaments.

The TPMHA tournament committee will send out tournament letters at the beginning of each season to the local businesses and collect as early in the season as possible. Businesses have the discretion to donate as many items as they like but TPMHA will not request multiple items because of holding multiple tournaments.

Once donations are collected, the items will be divided equally between all tournaments and where needed the association may supplement the raffle table if funds are available. Because of strict gaming rules, teams are not to top up their raffle tables unless they have talked to the Gaming Coordinator first. Licenses in most cases will have already been applied for and raffle table items itemized. Any changes could result in TPMHA losing any Gaming privileges.

20.2 Away Tournaments

At the beginning of the season, the team may decide to take part in tournaments. The Team Manager is responsible for seeking out and applying for tournaments. Game sheets and game reports will still need to be submitted following the tournament or exhibition game as per Branch regulations.

It is very crucial for team managers at the very beginning of the year to go onto the Hockey BC website to look for tournaments for your team. Tournaments should be decided on quickly as they are on a first come first served basis and fill up quickly. Remember to check back frequently if you don't see a tournament you are interested in. You may also contact the league directly to get dates and info. Competitive tournaments may need to be applied for by late summer, as they tend to fill up very quickly.

[BC Hockey Tournaments](#)

Once tournaments are decided, download and fill out registration forms for the tournaments, and contact the TPMHA treasurer for a cheque or e-transfer to be sent with your registration package.

Even though you have applied for these tournaments and have sent money, it does not guarantee you are in or that you can't cancel. Just be very diligent as to whether or not they have a cancellation date or policy in place prior to sending in your money and application in order to receive your money back if you need to cancel. Once approved, the tournament location will contact you and may ask for some additional information. Something to consider is Christmas tournaments, parents/caregivers of all divisions seem to be on board to go to these tournaments, but when the time comes closer, they realize that they will not be able to commit after all. Be very careful when applying for these tournaments that they do not have a non-refundable cancellation policy or strict cutoff date. The PMMHC has ended up paying for

tournaments multiple times that were not cancelled in time or that did not have a refundable deposit.

IMPORTANT: Don't forget to let the Ice Coordinator (Shana Marshall) know weekends you will be away for tournaments ASAP.

20.3 Tourney Fees

The Manager is in charge of collecting all fees for tournaments, and once collected, to get these fees to the PMMHC treasurer no later than the Thursday before leaving for the tournament. It is a good rule of thumb to always divide your tournament fee by a minimum of 3 less kids than what have committed to a tournament, this helps because there are usually a few that can't make it at the end. If there are extra funds, a few things can be done:

- Extra fees paid can be given back to players
- Kept in case other tournament fees are short at a later date
- Keep extra money till year end and have a year-end party for the team.
- Year-end Coaches gifts

For transparency, it is recommended that you discuss with your parents what they would prefer to be done.

20.4 Recreational Tournament Team Request

There will be times when a team has applied for a tourney and may not have enough players, because a team is small, players are unavailable, suspended or even sick/injured. According to BC Hockey Policy 7.13, Minor Hockey Associations may apply to register for a Tournament Team to participate in U11, U13, U15 and U18 tournaments.

Teams wishing to submit a tournament team roster request must have the following completed and submitted to the TriPort Administrator 21 days prior to the tournament:

1. copy of an email with permission from the tournament host to bring a tournament team.
2. tournament location and dates
3. tournament sanction #
4. list of all players attending, along with their age, positions and their primary team name and division
5. list of all coaches, safety and the manager attending

6. players or bench staff that are from a MHA other than the requesting MHA, must include approval (email or letter) from their MHA president & team. If from another district, include District approval (email/letter from District President).

All players and bench staff must be currently rostered to a BC Hockey recreational or Tier 4 Team.

[Recreational Tournament Team Request Application](#)

20.5 Interdistrict Travel

TPMHA teams wishing to attend tournaments outside of Vancouver Island District, (including lower mainland BC, outside of BC or in the United States) must fill out a BC Hockey “Interdistrict & USA Hockey Tournament Travel / Exhibition Game form, and have it signed by the President of TPMHA.

All teams must be members of either BC Hockey, USA Hockey or other Hockey Canada Branch Teams

[Interdistrict Travel/Tournament/Exhibition Game Request](#)

20.6 Accommodations

If going away for games or tournaments, the team manager can inquire on hotels for team rates and availability, but this is not mandatory. If you are inquiring, be sure to inquire on multiple room rates and availability, and don’t just choose a hotel you prefer or always stay at. Some parents/caregivers are on a budget, so providing a list of a few hotels to choose from keeps everyone included. The best part of a hockey tournament is the camaraderie between the players. The manager can then contact the preferred hotel to have the # of rooms blocked.

21 NON PARENT COACH TRAVEL

All TriPort non parent coaches are eligible to receive a set per diem for travel throughout the season. These per diems will be paid monthly via etransfer by the TriPort Treasurer. Coaches may request to have it paid out at the end of the season, but must let the treasurer know.

Managers are to submit their non parent coaches travel dates to the treasurer by the last day of each month with payment to be made by the 5th of each month. If travel dates are not

received by the last day of the month, per diems will be paid out the following month. Per diem rates are as follows:

1 Day Travel	\$175.00
2 Days Travel	\$225.00
3 Days Travel	\$375.00

22 PLAYER TEAM/PHOTO

Photographers and photo sessions for team and individual photos are organized by TPMHA. The Team Manager will need to liaise with the coordinator and pass the information on to the team. All players will receive a team photo and individual photo as part of their registration fees.

23 CELEBRATIONS/TEAM EVENTS

Team celebrations, planned or impromptu, are a great way to increase team spirit. The Team Manager's role is to ensure that all team members are included in the event and that the team continues to act in a respectful and sportsman-like manner if they are representing the team in public. As well, if team funds have been committed to the event, the Team Manager will need to make any necessary payments. Other off-ice events for team building include holiday parties, pizza parties, movies, bowling, gym training, swimming, etc.

The off-ice activities of the team can have a great impact on how a season unfolds. Some activities may be decided upon from the very start, such as fundraisers and team photos. Others may be more impromptu, such as team celebrations. Regardless of the goal, each activity is a great way to build team spirit. When organizing team activities, note that some on-ice and off-ice activities need to receive approval from the Association as a sanctioned event to ensure insurance coverage.

24 YEAR END WRAP UP PARTY

A year-end wrap-up party is a great way to thank all the parent volunteers and coaching staff for their dedication and assistance throughout the year. The team may want to consider creating or purchasing a thank you card/gift for those volunteers that went above and beyond to help the

team. If no extra money was put aside from tournaments or 50/50 draws, it is always a nice gesture to have the parents pitch in some funds to purchase the coaches a small gift. It is also the time to recognize your players with certificates or small individual awards.

25 TPMHA CONTACT LIST

The TriPort Association Executive list can be found on the TriPort Minor Hockey website. Knowing where to find this information will make it easier for you and/or your parents to get any questions through to the appropriate person.

26 SUMMARY

The manager's role is very crucial to a successful team and successful hockey season, but that doesn't mean that it has to be stressful or that you need to spend hours and hours of your time. Being organized, fair, communicating and listening are the best ways to be successful.

Make sure to delegate and remember to remind parents on a continuous basis that it is **their** responsibility to find someone to cover their shifts if they aren't available. It makes it one less thing the manager has to do or worry about on game days.

Have a great hockey season and remember, the TPMHA executive is always available for you to contact if you have any questions or concerns. Please do not hesitate to contact them.

IMPORTANT DATES / INFORMATION TO KNOW

Criminal Record / Vulnerable Person Check – must be completed prior to first practice.

Concussion Awareness Course (CATT) – must be completed prior to first practice.

Respect in Sport – Activity Leader - must be completed prior to first practice.

SEPTEMBER

Mid Mandatory Coach/Manager Meeting with Commissioners (Competitive teams only)

OCTOBER

15 Deadline for having a mandatory parent meeting. This is a BC Hockey Requirement.

20 Deadline for Player Under or Over Age Exemption requests to be into TriPort Administrator (Oct 31 VIAHA Deadline)

31 Deadline for 1 Parent RIS Requirement - *A player is deemed ineligible if a parent does not take.

DECEMBER

1 All safety, coach level RIS and coaching courses must be completed.

1 All carded coaches must be certified or registered in a Development 1 course.

1 Head coaches at all levels U11 and above must have Checking Clinic certification.

15 All recreation coaches U11 & above: Need to attend a Coach 2 clinic by December 15 of the current season or have achieved previous trained status at the Coach 2 – Coach level (or equivalent) prior to the 2017-2018 season.

15 All recreation coaches below U11: Must attend a Coach 1 – Intro to Coach clinic by December 15 of the current season or have achieved previous trained status at the Coach 2 – Coach level (or equivalent).

JANUARY

10 A U13, U15 or U18 Hockey team that has 19 players registered on January 10th shall not be permitted to register any further players during the current season. A team which has less than 19 players registered may (if it has unused Hockey Canada player registration certificates) register qualified players until the final registration date; but, once such a vacancy on the player roster has been filled, it shall not be used again.

15 Final date for Affiliated Players (AP) to be added to a team's HCR.

FEBRUARY

10 FINAL PLAYER REGISTRATION DATE IN ALL DIVISIONS OF HOCKEY.

FORMS and RESOURCES

- [Team Startup Meeting Agenda](#)
- [Medical Form](#)
- [TriPort Athlete Code of Conduct](#)
- [TriPort Parent Code of Conduct](#)
- [TriPort Social Media Policy](#)
- [TriPort Jersey Contract](#)
- [Players Equipment Checklist](#)
 - [Equipment Fitting](#)
 - [Equipment Poster](#)
 - [Hockey Helmet Certification & BNQ Certified Neck Guards](#)
 - [Hockey Stick Length Guide](#)
- [VIAHA Overage Exemption Form](#)
- [VIAHA Underage Exemption Form](#)
- [VIAHA Dual Roster Consent Form](#)
- [Special Event Sanction Form & Information](#)
- [Hockey Canada Injury Report](#)
- [Hockey Canada Injury Log](#)
- [Hockey Canada Concussion Card](#)
- [Hockey Canada Concussion Recognition Tool](#)